**Template Letter for Parents, Staff & Community Members**  
Topic: Possible Exposure to COVID-19

[Date]

Dear [District] parents, staff and community members:

As our country fights the spread of COVID-19, we believe one of our greatest responsibilities is to communicate transparently and often with you, our school community. It is our hope that accurate and up-to-date correspondence will help you make well-informed decisions for your family. Nothing is more important to [District] than the safety and health of our students, our employees and their families. When we work together, we can provide the best care for all involved.

Last night, we learned the following information: [Insert details of the possible exposure. State facts and avoid words that cause unnecessary alarm. Be reassuring but honest. Also, do not violate student or employee privacy laws. If possible, as a courtesy, allow the family involved to read the letter before it is distributed.]

Here is an example for school administrators of what might be included above: *A [School] family recently received notification that five cases of COVID-19 may be associated with a cruise they took last month. This information was received several days after the [School] family had returned from their vacation to their regular routines, including school and work. The family has exhibited no symptoms of the illness; however, they are self-quarantining at this time as an added precaution and safeguard.*

[District] will continue to clean and disinfect surfaces inside all district schools, including [School with possible exposure]. As more cases are being confirmed across the state, it is important to remain vigilant. The CDC recommends the following best practices to help prevent the spread of this global pandemic:

* Wash your hands often with soap and water for at least 20 seconds.
* Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
* Avoid close contact with those who are sick.
* Cover your coughs and sneezes with a tissue or your sleeve.
* Avoid touching your eyes, mouth and nose.
* Disinfect frequently touched surfaces and objects.
* Stay at home, if possible.
* If you must go out, practice social distancing, leaving at least six feet between you and other people.
* Avoid gatherings that include more than 10 people.

Symptoms of COVID-19 include fever, cough and shortness of breath. If you or any member of your family exhibit these symptoms, you are encouraged to contact your medical provider for advice immediately. Symptoms usually appear 2-14 days after exposure.

If you would like to learn more about COVID-19, the following links are reliable and accurate sources for information:

[CDC COVID-19 Information](https://www.cdc.gov/coronavirus/2019-nCoV/index.html)   
[CDC Travel Information](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html) [Talking to Children About COVID-19](https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-(coronavirus)-a-parent-resource)

Our greatest priority is the safety of our students, staff and community members. Please continue to take necessary precautions to protect yourself and those around you.

We are grateful for the opportunity to serve you and your family, especially as we face this challenging situation together. Thank you for your support of [District].

Sincerely,

[Superintendent Name]  
 Superintendent